



**CITY OF HAYWARD
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

**PROCEDURES FOR FAXED INSPECTION REQUESTS
(FAX NUMBER 510-583-3642)**

Once you have been issued your permit and are ready for an inspection, please follow the procedures below:

1. Fax your request to our office using our Inspection Request Form with information provided in all spaces.
2. Describe location of work to be inspected, such as "northwest corner of building" or include a small sketch or drawing of location if it is a large project such as Southland Mall.
3. Allow a **minimum of 24 hours from the time of your faxed request for the inspection.** Please do not fax in a request in the morning for an afternoon inspection the same day. Please call (510) 583-4140 for confirmation. Please do not request exact times for inspections. Whether the inspection will be performed AM or PM will depend on the workload of the individual area inspector.
4. If you have mechanical difficulty with faxing the request, then please call us at (510) 583-4140.
5. Be sure your request for inspection does not fall on a holiday when the City will not be working. If in doubt, call (510) 583-4140.
6. Please describe any other pertinent information such as location of keys to gain access to vacant buildings or gates, location of plans, permits, etc., if no one is at the job site.

NOTE: You may also call our Inspection Request Line at (510) 583-4148 to request inspections. You must call by 4 PM to receive an inspection the next business day. Calls received after 4 PM will be scheduled for the second business day.



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FAXED INSPECTION REQUEST

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| TODAY'S DATE AND TIME | |
| DATE YOU WANT INSPECTION MUST BE 24 HOURS AFTER REQUEST | DATE |
| JOB ADDRESS & UNIT NUMBER(S) | |
| TYPE OF INSPECTION REQUESTED | (CHOOSE FROM LIST BELOW, or check the reverse of your permit card) |
| PERMIT NUMBER | |
| OWNER'S NAME | |
| PHONE NUMBER | |
| CONTRACTOR'S NAME | |
| PHONE NUMBER | |
| FAX NUMBER | |

TYPES OF INSPECTIONS

BUILDING

Foundation/footings/piers
Concrete slab
Tilt-up concrete panels
Concrete columns
Demolition
Fireplace footing/throat
Exterior lath
Interior lath
Sheetrock nail
Framing
Subfloor nailing
Shear panel nailing
Roof framing
Roof sheathing
Preroof
Insulation
Final Building

ELECTRICAL

Rough Electrical
Underground
Under slab
Electrical Service
Temp/Permanent
Ceiling
Final Electrical

PLUMBING/MECHANICAL

Rough Plumbing
Under slab/floor
Top out
Water piping
Gas test
Mechanical Ducts/Hood
Appliances
Shower pan
Final Plumbing
Final Gas
Final Mechanical